

Connecticut State Department of Education

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**MEMORANDUM**

Division of Educational Programs and Services  
Bureau of Adult Education and Nutrition Programs  
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**TO:** Adult Education Directors  
Federal Funded Grantees  
Cooperating Eligible Entities

**FROM:** Maureen Staggenborg, Chief  
Bureau of Adult Education and Nutrition Programs

**DATE:** December 24, 2003

**SUBJECT:** Adult Education Operational Memorandum # 07-04

- Mid-Year Policy Forum - January 16, 2004
- Transition to Postsecondary Education Sharing
- Revised EOY CARS Reports

1. **Mid-Year Policy Forum** – The Mid-Year Policy Forum for Directors will be held on January 16, 2004 at the Franciscan Center for Urban Ministry in Hartford from 9:00 a.m.-12:00 pm (directions attached). Agenda items will include the following:

- ED 244 and ED 244A – Proposed Changes
- Writing Update
- Workplace Education Initiative Update – Future Direction
- Workforce Investment Act – Title II – Preliminary Plans
- Web-based CDP
- Certification Update
- Adult Education Program Profile (Previously known as the Adult Education SSP)
- ATDN Update

2. **Transition to Postsecondary Education** - If you recall, at the Policies Forum in September, many of you completed an Adult Education Transition to Postsecondary Education Program Survey. There will be an opportunity to share information and hear from your colleagues beginning at 1:00 pm on January 16, 2004. The results of the survey indicated that there were 8 programs that have a formal transition program, 2 programs that have an informal transition program, and 15 programs that were interested in developing a transition program. For questions contact, Gail Brooks-Lemkin at (860) 807-2121 or [gail.brooks-lemkin@po.state.ct.us](mailto:gail.brooks-lemkin@po.state.ct.us)

3. **Adult Education FY 03 EOY Reports Correction** - When reviewing the statewide EOY Reports for FY 03, we noticed some inconsistencies and asked Computer Associates to look into it. Upon investigation, they confirmed that there had been an error in the calculation of attendance hours in some of the local reports released in August. After reviewing the revised numbers, we have decided to provide you with the corrected reports.

Many things have stayed the same. The total number of students served (1 hour or more) has not changed; neither have all the Assessment Tables 1 through 9 which deal with percentages of matched pairs and mean gains. Moreover, some programs will notice no or minimal change in any of their numbers. Others will see an increase in the number of students classified as 12 hours or more and conversely a reduction in those classified as Under 12 hours.

This year all bureau consultants made a concerted effort to review the data in the local EOY reports and provided specific feedback, especially related to learning gains. In some cases, this resulted in on-site visitations or extensive phone conversations designed to assist programs in improving their learning gains. Though the percentages may have changed a bit, the issues identified during those discussions should still remain.

We do not need you to resubmit any reports to us at this time. However, please use the corrected reports for your future reference (including the program quality worksheet for the ED-244/A and for all future grant applications).

All corrected reports are posted on the CARS Web site and can be downloaded as before. Since the Assessment Tables have not changed there is no need to download them again.

Thank you for your understanding, and we apologize for the inconvenience.

cc: Adult Education Unit  
ATDN Trainers  
Kathy Hanaway